



**CITY OF MONTEREY PARK**  
**Human Resources Department**  
320 W. Newmark Ave. Monterey Park, CA 91754 (626) 307-1334  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)

**announces an opening for**

## ***Reserve Firefighter*** ***(Volunteer, Unpaid Position)***

**DEADLINE:** **Continuous Recruitment-** may close at any time without prior notice. Completed City applications, including any related educational or training documents must be submitted to the Monterey Park Human Resources Department, 320 West Newmark Avenue, Monterey Park, CA 91754 within the filing period. Faxes, postmarks and electronic submissions will not be accepted. Please contact Fire Captain Adam Malouf if you have any questions at 626-307-1274.

**THE POSITION:** The Reserve Firefighter is a volunteer position, required to work a minimum of one twenty-four-hour shift per week, assigned to Fire Operation or Fire Prevention Divisions of the Fire Department.

Under general supervision of a Fire Captain, the Reserve Firefighter responds to alarms, rescue and other emergency calls, assists in protecting life and property endangered by fire or other hazards, administers first aid, participates in fire prevention activities including inspecting commercial and residential structures to ensure compliance with federal, state and local fire prevention laws and regulations; participates in regular training, drills and study activities; assists in maintenance of fire stations and fire trucks, rescue units and other apparatus and equipment; may participate in scheduled public relations activities and performs other duties as assigned.

All Reserve Firefighters are subject to recall at any time and may be required to be on duty for any reasonable combination of hours in emergencies and may be assigned any necessary work duty. ***This position may work rotating shifts including weekends and holidays.***

**QUALIFICATIONS:** ***Education*** - Possession of a California State Fire Marshal Firefighter I Certificate or completion of a California State Fire Marshal accredited Fire Academy within the last two years or current enrollment in the aforementioned academies, is required at time of application. ***Certificates and Licenses*** - Possession of a valid Los Angeles County EMT-1 & CPR Certificate prior to appointment. A valid California Class C Driver's License & proof of current auto insurance are required at time of application. At the time of application, candidates must submit proof of passing either the C-PAT or the Los Angeles & Orange County Area Fire Chiefs Physical Agility Test within the last 12 months. ***Age*** - Must be at least 18 years of age at the time of application. ***Physical Efforts*** - This position requires heavy lifting, carrying, climbing, pushing, pulling, stooping, bending & exposure to extreme heat, flammable liquids, hazardous gases, smoke explosions, chemicals, electrical hazards, faulty structures & inclement weather.

**SELECTION PROCESS:** Candidates who best meet the needs of the City at this time will be invited to the Oral Board Interview. Those who pass the Oral Interview will be invited to an Interview by the Fire Chief. Candidates must pass a background investigation, including a credit check and a pre-employment medical examination, which will include a drug/alcohol screen.

***Oral Interview:*** Weighted 100%

Date to be Announced

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) days prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES.

**The Fire Department** is composed of 61 employees. The Operation Division's daily complement includes three engines, two rescue ambulances, a truck and a Battalion Chief working out of three stations. Supplemental equipment includes a reserve engine, an air trailer and utility truck. The Fire Prevention Division is based in City Hall and is responsible for education, engineering and enforcement of fire safety regulations.

**NOTE:** All employees of the City of Monterey Park are designated by both State and City Ordinance to be "Disaster Service Workers". In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

**THE CITY:** The gateway to the San Gabriel Valley, Monterey Park is located six miles east of the Los Angeles Civic Center and encompasses an area of 7.72 square miles with approximately 64,000 residents. Development within the City consists primarily of suburban residential neighborhoods balanced by commercial facilities. Monterey Park is bordered by the San Bernardino, Long Beach and Pomona freeways, and offers many economic and cultural advantages. Only a few minutes away are mountains, major sport event facilities and cultural attractions. In the City itself, newcomers may choose from hillside homes with spectacular views, family homes on pleasant, tree-lined streets and apartments or condominiums. The educational opportunities from kindergarten to university present some of the best in Los Angeles County. East Los Angeles College is located within the City limits and California State University at Los Angeles is located on the City's northern boundary. The City contains two hospitals, 14 parks and facilities, baseball diamonds, tennis courts, gymnasiums, swimming pools and a golf course. City employees can enjoy a variety of authentic culinary delights from the over 100 restaurants in the City and shopping experiences in the over 75 multi-cultural specialty stores throughout the City.



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